

VISITORS POLICY

Muhammadiyah Australia College



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Endorsed by:	Board of Directors
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Policy

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Muhammadiyah Australia College.

SCOPE

This policy outlines Muhammadiyah Australia College's arrangements for visitors who attend the College grounds when the College is open for instruction between the hours of 7.30am to 4.30pm including parents, government officials, guest speakers, community members and those who are conducting business. Outside of these times, our front office is not staffed and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020 (Vic)*, child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

POLICY

Muhammadiyah Australia College strives to create an open and inclusive College community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Muhammadiyah Australia College is not a public place. The principal has the authority to permit or deny entry to the College grounds, and encourages all visitors to familiarise themselves with the College's values, *Child Safe Standards Policy and the Student Policy*.

From time to time, different members of the public may visit our College. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our College's Volunteers Policy for more information

- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official College photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter College premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners
- Muhammadiyah delegations from Indonesia
- Indonesian government officials

Sign in procedure

All visitors to Muhammadiyah Australia College are required to report to the College office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors book.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard at all times
- Return to the office upon departure, sign out and return the visitor's lanyard.

Muhammadiyah Australia College will ensure that our College's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Working with Children Clearance

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Human Resources Policy, Volunteers Section.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance.

In some circumstances, visitors to Muhammadiyah Australia College who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the

particular circumstances of their visit. For example, Muhammadiyah Australia College will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the College during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Muhammadiyah Australia College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with our vision, mission and values, Muhammadiyah Australia College will ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives.

Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at College, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the College Admin office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at the College wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our College during school hours, other than for the purposes of school pick ups and drop offs or for specific College events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the College office.

Parents or carers who are prohibited from entering the College under a court order or direction of the Principal are not permitted to visit the College. The College maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Other visitors

All business operators, tradespeople and other visitors attending the College to conduct work must report to the College office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

This policy will be communicated to our College community in the following ways:

- Available publicly on our College's website
- Made available in hard copy from the College Admin office upon request

RELATED POLICIES AND RESOURCES

Muhammadiyah Australia College policies:

- Student Policy
- Child Safe Standards policy
- Duty of Care Policy
- Emergency Management Plan